



Position Description

This position description is not a contract, may be modified periodically, and the person holding this position may be asked to perform tasks on a temporary, emergency or even permanent basis that are not specifically listed in the job description, depending on circumstances and the needs of AAALAC International. The job will require some time in the AAALAC International Executive Office in Frederick, Maryland, but will predominantly be conducted via telework.

Title: Science Editor/Writer

Qualifications: Bachelor of Science or Bachelor of Arts degree; Knowledge and experience in laboratory animal or biological sciences. Familiarity with IACUC/comparable oversight bodies, as well as policies and regulations applicable to animal-based research is desirable, though not required. Excellent writing and grammar skills; Strong computer and data analysis/processing skills; Ability to perform multiple tasks with accuracy. Experience working within a global/international environment desirable.

Responsibilities:

The major workload of the office is providing support for the principal operational body of AAALAC International-the Council on Accreditation. The purpose of the position is to support the Executive Office with drafting and finalizing reports and letters. All work affects the accuracy, reliability and credibility of the entire organization. Through a strong team approach, and commitment to customer service, all employees are expected to contribute to a continuous effort in ensuring that all materials, meeting planning and implementation, correspondence, and communications are of the highest quality.

PRIMARY/CORE DUTIES

1. Perform the review and editing of Program Evaluation (PE) reports for accuracy and completeness that have been submitted to the AAALAC International Executive Office by Council on Accreditation/Emeritus site visitors (three times per year). Ensure grammar and content are consistent with current standards and categorization and conduct these reviews/edits in a timely manner to meet firm deadlines.
2. Perform the review and editing of Conclusions and Recommendations (C&R) letters that are generated subsequent to each Council Meeting (three times per year). Work with Council Officers and AAALAC staff to produce accurate and complete C&R letters that are consistent with decisions from the Council on Accreditation in a timely manner to meet firm deadlines.
3. Assist with the creation and development of informational reports (brochures, newsletters, trends, survey results).
4. Review draft materials (e.g. manuscripts, book chapters) generated by AAALAC staff and Council Officers for grammar and content and assist with finalizing drafts, as requested.
5. Perform other professional duties as required.

To apply:

Applications (including a cover letter and CV) **must be received by December 1, 2020** and may be sent to:

AAALAC International
c/o Dr. Gary Borkowski, Global Director
executiveoffice@aaalac.org

Or mail to:
AAALAC International
c/o Dr. Gary Borkowski, Global Director
5205 Chairman's Court, Suite 300
Frederick, MD USA 21703 USA